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2. ACCOMPLISHMENTS AND DEVELOPMENTS

(2) PROCEDURAL CHANGES

Two changes--the implementation of [redacted]

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[redacted] the recent move of CPD to I Building--has significantly affected the processing of requests for contracts. With the decentralization of the contract approving function to the area divisions, it was anticipated that CPD would have to carefully monitor these requests since many of the newly-appointed divisional offices were not fully acquainted with their assigned duties. However, an informal procedure has developed whereby the case officers involved contact CPD for guidance prior to the submission of the formal request to the divisional Contract Approving Officer. This trend has gained new impetus since CPD moved into close proximity to the offices it serves. The informal procedure has been of mutual benefit.

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CPD has gained a greater comprehension of the problems involved in the administration of contract personnel and the area divisions have obtained contracts which are better "tailored" to their needs. An incidental benefit has been the increased speed with which the contracts can be processed. This new approach has made it necessary, however, for the legal staff of the Division to spend an increasing portion of their time in consultation with DDP case officers.

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(3) SPECIAL PROGRAMS

Special programs made up a considerable part of the Division's workload during FY 1960. Developments in three of the more important of these programs are indicated below:

- (a) [redacted] The use of independent contractors to perform translating, editing, and various clerical duties for the Foreign Documents Division has continued to expand. Approximately [redacted] are now carried on contract by the Division for this program. Many of the contractors so hired are employed by other Federal agencies. A number of inquiries have been received from these agencies questioning whether the use of their employees did not constitute a violation of the dual employment and dual compensation statutes. OGC has rendered an opinion (27 May 1960) that we may reply to such inquiries by indicating that there is no conflict with the provisions of these laws when Government employees are hired as independent contractors. A new venture of FDD, wherein independent contractors work within our buildings, will require careful consideration to ensure that the individuals hired are actually utilized under non-supervised conditions.
- (b) Office of Training Language Tutorial Program - A language tutorial program, utilizing wives of staff employees, was launched during FY 1960. The wives have been employed under a contract agent type of agreement and compensated at a rate of \$3.00 per hour, when actually employed. The tutoring service thus provided for personnel departing for overseas has become a valuable adjunct to the more formal language training program and approximately 30 women are currently working under this arrangement.

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expeditiously as possible. The full scope of the new program and its effect upon CPD's activities cannot be measured at this time, however.

(4) MISCELLANEOUS

The administrative procedures established for contract personnel have come under examination during the past year as experience revealed certain inadequacies. The areas which appear to need correction are:

- (a) The terminal clearance procedures for contract personnel located in the United States - Recommendations made by the Inspector General and the Director of Personnel emphasized the need for a centralized control to ensure that all contract personnel whose official duty posts are located in the United States are properly debriefed upon termination of their Agency Service. This Division has been engaged in discussions with the Office of Security and the Central Cover Division with the object of establishing the responsibilities of each of these office [redacted]
- (b) The method by which the proper annual leave category or the correct accrued sick leave balance for contract employees is determined - Inquiries concerning the leave status of former contract employees has revealed that in many instances the field, upon hiring contract employees, has failed to request the transfer of accrued sick leave balances to the employee's credit in the previously employing Agency. Also, the field has frequently failed to establish whether a part-time employee has worked on a regular tour of duty or not. Consequently it has been difficult to determine the employees total creditable, service and annual leave category. The Contract Employees' Payroll Branch, Finance Division, and CPD have combined to establish briefing sessions for finance, personnel and administrative officers departing for the field in an effort to tighten up on our procedures.

b. OTHER FIELDS

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be jointly conducted by the Department of State and the Bureau of Labor Statistics will furnish the additional information required.

- (c) Education Allowance - The State Department has recently notified field personnel that, as a result of the climb in educational costs, the degree of assistance provided by education allowances may be limited in the future and parents may be required to bear a larger proportion of the cost of educating their children. Since this Agency follows the rate and standards published by the State Department, this announced policy may portend additional non-reimbursable expenses for our employees overseas.
- (d) Separation Allowances - Agency policy concerning the granting of separation allowances when wives of employees stationed at posts with inadequate medical facilities are evacuated for medical reasons was brought to the attention of the field in a book dispatch in June 1960. It was emphasized that, to qualify for a separation allowance, the period of absence must be anticipated to be for at least ninety (90) days and the evacuation city outside the employee's country of assignment.